

**POCATELLO DEVELOPMENT AUTHORITY**

**Agenda for the meeting of**

**July 20, 2022 – 11:00 a.m.**

**Council Chambers – Pocatello City Hall**

During low/medium community level designations, individuals are encouraged, but not required, to wear masks/face coverings.  
During high community level designations, individuals will be required to wear masks/face coverings.

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City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three days' advance notice by contacting Skyler Beebe at [sbeebe@pocatello.us](mailto:sbeebe@pocatello.us), 208.234.6248, or 5815 South 5<sup>th</sup> Avenue, Pocatello, Idaho.

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In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

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- 1. CALL TO ORDER, DISCLOSURE OF CONFLICT OF INTEREST, AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM –MEETING MINUTES.** The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting and the Executive Session meeting held on June 15, 2022. *See attached documents.*
- 3. ACTION ITEM – EXPENSE PAYMENTS & REIMBURSEMENTS.** The Board may wish to approve the payment or reimbursement of the following PDA expenses:
  - 3a. \$41.00** from the General Fund to Idaho State Journal for Treasurer/Bookkeeper RFP AD. *See attached invoice.*
  - 3b. \$5,197.41** from the General Fund to City of Pocatello for Staff Hours April -June 2022 **\$5,108.39** and Copies January-June 2022 **\$89.02.** *See attached reports.*
  - 3c. \$267.38** from the General Fund to Elam & Burke Attorneys at Law for June 2022 Services. *See attached statement.*
- 4. ACTION ITEM – TREASURER/BOOKKEEPER RFP -** The Board may wish to discuss the Treasurer/Bookkeeper Bid Proposal.
- 5. ACTION ITEM – FISCAL YEAR 2023 BUDGET.** – The Board may wish to discuss the FY23 budget.
- 6. CALENDAR REVIEW.** The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.
- 7. ACTION ITEM –NEWS FOR THE GOOD OF THE ORDER.** The board may wish to discuss news for the Good of the Order.
- 8. ADJOURN REGULAR MEETING.**

# Action Item 2

# POCATELLO DEVELOPMENT AUTHORITY

# AGENDA 2

Meeting Minutes for June 15, 2022 at 11:01 A.M.  
Council Chambers, 911 N 7<sup>th</sup> Avenue, Pocatello, Id

## **Agenda Item No. 1: Call to Order and Disclosure of Conflicts of Interest**

**Chair Villarreal** called the meeting to order at approximately 11:02 a.m. No conflicts were disclosed.

**Members present:** Rick Cheatum, Greg Gunter, Jim Johnston, Kirk Lepchenske, Terrel Tovey (arrived at 11:06 a.m.), Scott Turner and David Villarreal.

**Members excused/unexcused:** Mayor Brian Blad (EX) and Victoria Byrd (UE).

**Others present:** Executive Director Brent McLane; Secretary Aceline McCulla, Pocatello Development Engineer Merril Quayle; City of Pocatello Attorney Jared Johnston, City of Pocatello Public Works Director/City Engineer Jeff Mansfield, and other visitors.

**Villarreal** asked MiaCate Kennedy to give an update on the Airport meeting up to update and get more services to our Pocatello Airport. **MiaCate Kennedy** of Bannock Development Corporation gave an update of the Airport meeting.

There was a discussion on student work force jobs, economic development, public relations for different cultures.

## **Agenda Item No. 2: Approve the Minutes**

The Board may wish to waive the oral reading of the minutes and approve the minutes from the Regular Board of Commissioners meeting and the Executive Session meeting held on May 18, 2022.

It was moved by **J. Johnston** and seconded by **R. Cheatum** to approve the regular Board of Commissioners' meeting and Executive Session minutes held May 18, 2022. Those in favor were Rick Cheatum, Greg Gunter, Jim Johnston, Kirk Lepchenske, Terrel Tovey, Scott Turner and David Villarreal. Motion Carried.

## **Agenda Item No. 3: Expense Payments & Reimbursements.**

The Board may wish to approve the payment or reimbursement of the following PDA expenses:

- 3a. \$9,000.00** from the General Fund to Deaton & Company Charter for 2021 Annual Audit costs. *See attached Invoice.*
- 3b. \$72.50** from the General Fund to Idaho State Journal for Treasurer/Bookkeeper RFP AD. *See attached Invoice.*
- 3c. \$1,194.50** from the General Fund to Elam & Burke Attorneys at Law for May 2022 Services. *See attached invoice.*

It was moved by **J. Johnston** and seconded by **R. Cheatum** to approve the reimbursement and expense payments as presented. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Kirk Lepchenske, Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

## **Agenda Item 4: PDA Treasurer/Bookkeeper**

The Board may wish to discuss the PDA Treasurer/Bookkeeper RFP.

A discussion about separating the bookkeeping and CPA tax component on two different RFPs was recommended.

It was moved by **R. Cheatum** and seconded by **G. Gunter** to authorize McLane to separate the bookkeeping and CPA tax components into two different RFPs. Those in favor: Rick Cheatum, Greg Gunter, Jim Johnston, Kirk Lepchenske, Terrel Tovey, Scott Turner and David Villarreal. Unanimous. Motion Carried.

**Agenda Item 5: Calendar Review.**

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

**Johnston** noted that the Senior Activity Center will host a celebration this coming weekend to celebrate Juneteenth.

**Agenda Item 6: News for the Good of the Order.**

The board may wish to discuss news for the Good of the Order.

**Villarreal** noted visitors are commenting on the improvements on the Naval Ordinance property.

**Johnston** noted the housing issue is still a problem and higher interest rates are not helping. Homes are \$300,000. One bedroom fixer uppers are \$259,000 and higher and people still cannot qualify with banks to buy a home. **Villarreal** mentioned that more than 300,000 people are trying to buy homes and still cannot qualify to buy homes.

**Agenda Item No. 7: Adjourn Regular Meeting.**

With no further business, **Vice Villarreal** adjourned the meeting at 11:54 a.m.

Submitted by: \_\_\_\_\_  
Aceline McCulla, Secretary

Approved on July 20, 2022

# Action Item 3



# ADVERTISING RECEIPT

APG West Payment Processing  
PO Box 1570  
Pocatello, ID 83204  
Ph. (208) 239-3163  
**Agenda 3a**

BILLING DATE:	ACCOUNT NO:
06/15/22	1614

### LEGAL NOTICE REQUEST FOR PROPOSAL Treasurer/Bookkeeping Services

ACELINE MCCULLA  
CITY OF POCATELLO, PLANNING & DEVELOPMEN  
P.O. BOX 4169  
Pocatello, ID 83201

The Urban Renewal Agency of the City of Pocatello, Idaho d/b/a Pocatello Development Authority, a public body corporate and politic ("Agency") invites individuals and entities to submit proposals for general nonexclusive treasurer/bookkeeping services.

The individual or entity would negotiate with Agency for a services agreement.

Interested individuals and entities are invited to obtain RFP submission instructions by contacting Brent McLane at [bmclane@pocatello.us](mailto:bmclane@pocatello.us) or by visiting the PDA webpage at <https://pda.pocatello.us/documents/RFP-bookkeeping-account-services.pdf> to download the RFP instruction packet. Submission instructions are also available at the Pocatello Development Authority offices located at 911 North 7th Avenue, Pocatello, Idaho 83201. Submissions will be accepted until the position has been filled. Incomplete submissions will not be accepted.

The services contract will be awarded to the individual or agency who, in the sole opinion of Agency, is best qualified to perform the work. The right is reserved to reject any or all submissions not conforming to the intent and purpose of the "Request for Proposals" whenever such action appears to be in the best interests of Agency  
**Published June 19, 2022.  
(ISJ1614-249254)**

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
249254	LEGAL NOTICE REQUEST	06/19/22	06/19/22	1	\$41.00

### Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
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Discount:	<b>\$0.00</b>	Gross:	<b>\$41.00</b>
Surcharge:	<b>\$0.00</b>	Paid Amount:	<b>\$0.00</b>
Credits:	<b>\$0.00</b>		

**Amount Due:\$41.00**

*We Appreciate Your Business!*

Project selection

From project . . . . . : PDA001                      To project . . . . . : PDA001  
Type . . . . . : O (O=Only, R=Range, S=Selective)  
Description begins with :  
Description contains . :  
From project estimate . :                      .00                      To project estimate . . : 99,999,999,999.99  
From project type . . . :                      To project type . . . . : 99  
From project sub-type . :                      To project sub-type . . : 99

Sequence options

OPTION: 3 Project

Project options

Print projects without detail (Y/N/O) . . . . . : Y  
Print inactive projects (Y/N) . . . . . : Y  
Print budget projects (Y/N) . . . . . : Y  
Print projects miscellaneous info? (Y/N) . . . . . : Y

Account selection

From fiscal year . . . . : 2022                      To fiscal year . . . . . : 2022  
From account . . . . . : 001-0000-400.00-00                      To account . . . . . : 980-9999-999.99-99  
Type . . . . . : S (O=Only, R=Range, S=Selective)  
Account type selection : Assets: X                      Liabilities: X                      Revenue: X                      Expense: X  
Print zero activity accounts (Y/N) . . . . . : N

Transaction selection

From period . . . . . : 07 of 2022                      To period . . . . . : 09 of 2022  
From transaction date . : 00/00/0000                      To transaction date . . : 99999999  
Transaction type. . . . : AJ . . :X                      AP . . :X                      CR . . :X                      EN . . :X                      TF . . :X                      BA . . . :  
Print transaction detail? (Y/N) . . . . . : Y  
Print transaction description (Y/N) . . . . . : Y  
Print work order # and job # (Y/N) . . . . . : N

Summary options

Print classification totals (Y/N) . . . . . : Y  
Print project estimate totals (Y/N) . . . . . : Y  
Print project totals (Y/N) . . . . . : Y

PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
01-0200-414.10-02	AJ	06/24/2022	PERS.-NONEXEMPT,FU			.00	242.71	242.71	.00	242.71-
			PR0624			PAYROLL SUMMARY		60.68	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		24.27	.00	2022 07
	AJ	04/15/2022	PR0415			PAYROLL SUMMARY		157.76	.00	2022 07
TRANSACTION TOTAL:							242.71		.00	
01-0200-414.21-01	AJ	06/24/2022	MEDICAL			.00	22.80	22.80	.00	22.80-
			PR0624			PAYROLL SUMMARY		16.22	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		6.58	.00	2022 07
TRANSACTION TOTAL:							22.80		.00	
01-0200-414.21-02	AJ	06/24/2022	LIFE			.00	.06	.06	.00	.06-
			PR0624			PAYROLL SUMMARY		.06	.00	2022 09
TRANSACTION TOTAL:							.06		.00	
01-0200-414.21-03	AJ	06/24/2022	DENTAL			.00	1.00	1.00	.00	1.00-
			PR0624			PAYROLL SUMMARY		.71	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		.29	.00	2022 07
TRANSACTION TOTAL:							1.00		.00	
01-0200-414.22-00	AJ	06/24/2022	WORKERS COMPENSATI			.00	.37	.37	.00	.37-
			PR0624			PAYROLL SUMMARY		.09	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		.04	.00	2022 07
	AJ	04/15/2022	PR0415			PAYROLL SUMMARY		.24	.00	2022 07
TRANSACTION TOTAL:							.37		.00	
01-0200-414.24-03	AJ	06/24/2022	PERSI			.00	28.98	28.98	.00	28.98-
			PR0624			PAYROLL SUMMARY		7.25	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		2.89	.00	2022 07
	AJ	04/15/2022	PR0415			PAYROLL SUMMARY		18.84	.00	2022 07
TRANSACTION TOTAL:							28.98		.00	
01-0200-414.24-04	AJ	06/24/2022	MEDICAL SAVINGS			.00	5.79	5.79	.00	5.79-
			PR0624			PAYROLL SUMMARY		1.43	.00	2022 09
	AJ	04/29/2022	PR0429			PAYROLL SUMMARY		.58	.00	2022 07



PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

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							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	3.78		.00	2022 07
						TRANSACTION TOTAL:	5.79		.00	
01-0200-414.25-00 SOCIAL SECURITY						.00	17.77	17.77	.00	17.77-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	4.23		.00	2022 09
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	1.69		.00	2022 07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	11.85		.00	2022 07
						TRANSACTION TOTAL:	17.77		.00	
01-0600-415.10-01 PERS.-EXEMPT, FULL						.00	5,466.18	5,466.18	.00	5,466.18-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	140.76		.00	2022 09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	1,642.20		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	281.52		.00	2022 07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	164.22		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	187.68		.00	2022 07
						TRANSACTION TOTAL:	2,416.38		.00	
01-0600-415.10-02 PERS.-NONEXEMPT, FU						.00	2,392.10	2,392.10	.00	2,392.10-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	162.12		.00	2022 09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	115.80		.00	2022 08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY	46.32		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	301.08		.00	2022 07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	69.48		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	144.75		.00	2022 07
						TRANSACTION TOTAL:	839.55		.00	
01-0600-415.21-01 MEDICAL						.00	1,411.31	1,411.31	.00	1,411.31-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	53.67		.00	2022 09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	345.98		.00	2022 08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY	6.88		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	95.40		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	61.17		.00	2022 07

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							TRANSACTION TOTAL:	563.10	.00		
01-0600-415.21-02			LIFE			.00	2.03	2.03	.00		2.03-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY		.24	.00	2022	09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		.95	.00	2022	08
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.25	.00	2022	07
							TRANSACTION TOTAL:	1.44	.00		
01-0600-415.21-03			DENTAL			.00	64.82	64.82	.00		64.82-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY		2.68	.00	2022	09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		14.76	.00	2022	08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY		.40	.00	2022	08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		4.66	.00	2022	07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		2.91	.00	2022	07
							TRANSACTION TOTAL:	25.41	.00		
01-0600-415.22-00			WORKERS COMPENSATI			.00	12.14	12.14	.00		12.14-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY		.47	.00	2022	09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		2.69	.00	2022	08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY		.07	.00	2022	08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		.86	.00	2022	07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY		.36	.00	2022	07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.51	.00	2022	07
							TRANSACTION TOTAL:	4.96	.00		
01-0600-415.24-03			PERSI			.00	939.29	939.29	.00		939.29-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY		36.17	.00	2022	09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		209.91	.00	2022	08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY		5.54	.00	2022	08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		69.57	.00	2022	07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY		27.93	.00	2022	07

PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

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AJ		04/01/2022	PR0401			PAYROLL SUMMARY	39.87		.00	2022 07
						TRANSACTION TOTAL:	388.99		.00	
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01-0600-415.24-04						MEDICAL SAVINGS	201.94		.00	201.94-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	6.26		.00	2022 09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	24.49		.00	2022 08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY	1.20		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	10.44		.00	2022 07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	4.07		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	6.61		.00	2022 07
						TRANSACTION TOTAL:	53.07		.00	
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01-0600-415.25-00						SOCIAL SECURITY	563.36		.00	563.36-
AJ		06/24/2022	PR0624			PAYROLL SUMMARY	21.81		.00	2022 09
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	124.37		.00	2022 08
AJ		05/13/2022	PR0513			PAYROLL SUMMARY	3.48		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	42.08		.00	2022 07
AJ		04/15/2022	PR0415			PAYROLL SUMMARY	17.50		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	24.17		.00	2022 07
						TRANSACTION TOTAL:	233.41		.00	
-----										
01-0601-445.10-01						PERS.-EXEMPT, FULL	891.15		.00	891.15-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	45.70		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	68.55		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	68.55		.00	2022 07
						TRANSACTION TOTAL:	182.80		.00	
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01-0601-445.21-01						MEDICAL	184.88		.00	184.88-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY	9.45		.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY	14.22		.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY	14.32		.00	2022 07
						TRANSACTION TOTAL:	37.99		.00	

PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

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							TRANS AMT	TRANS	ENCUMBERED	FISC YR PERIOD
01-0601-445.21-02		LIFE				.00	.12	.12	.00	.12-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		.02	.00	2022 08
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.04	.00	2022 07
TRANSACTION TOTAL:								.06	.00	
01-0601-445.21-03		DENTAL				.00	7.77	7.77	.00	7.77-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		.40	.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		.60	.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.60	.00	2022 07
TRANSACTION TOTAL:								1.60	.00	
01-0601-445.22-00		WORKERS COMPENSATI				.00	12.79	12.79	.00	12.79-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		.64	.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		.96	.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.96	.00	2022 07
TRANSACTION TOTAL:								2.56	.00	
01-0601-445.24-03		PERSI				.00	106.59	106.59	.00	106.59-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		5.46	.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		8.21	.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		8.21	.00	2022 07
TRANSACTION TOTAL:								21.88	.00	
01-0601-445.24-04		MEDICAL SAVINGS				.00	21.05	21.05	.00	21.05-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		.63	.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		.94	.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		.97	.00	2022 07
TRANSACTION TOTAL:								2.54	.00	
01-0601-445.25-00		SOCIAL SECURITY				.00	63.98	63.98	.00	63.98-
AJ		05/27/2022	PR0527			PAYROLL SUMMARY		3.27	.00	2022 08
AJ		04/29/2022	PR0429			PAYROLL SUMMARY		4.91	.00	2022 07
AJ		04/01/2022	PR0401			PAYROLL SUMMARY		4.99	.00	2022 07
TRANSACTION TOTAL:								13.17	.00	

PROJECT:PDA001-POCATELLO DEVELPMNT AUTH. TYPE: -DEFAULT SUB-TYPE: - STATUS: ACTIVE

TYPE	CHK#	TRAN DT	REF #	VOUCH#	VEND #	BUDGET DESCRIPTION	PROJECT-TO-DATE	YEAR-TO-DATE	ENCUMBERED	BALANCE
								TRANS AMT	TRANS ENCUMBERED	FISC YR PERIOD
53-5300-416.64-99		OTHER	MISC.	CONTRA		.00	11.57	11.57	.00	11.57-
TRANSACTION TOTAL:								.00	.00	

=== PROJECT: PDA001 ===== P R O J E C T T O T A L S =====

CLASSIFICATION TOTALS:

EXPENDITURES:

5,108.39

TRANSACTION TOTAL:  
 ESTIMATE COMPARISON:  
 (ACTUAL) SUMMARY TOTAL:

.00  
 .00

12,672.55  
 12,672.55

5,108.39  
 12,672.55  
 12,672.55

.00  
 .00

12,672.55-  
 12,672.55-

MISCELLANEOUS INFO:

CODE	FREEFORM INFORMATION	DATE
MISC	TO TRACK TIME SPENT WORKING ON PDA IN CASE THE	06/18/2019
MISC	CITY WANTS TO BILL THEM FOR SERVICES.	06/18/2019

<b>PDA Color Copies only Charged                      FY22 January 1 - June 30</b>				
<b>Month</b>	<b>Fund</b>	<b>Color</b>	<b>B/W</b>	<b>Cost</b>
January-22	001-0200-414.40-20	522	1403	\$ 29.60
February-22	001-0200-414.40-20	360	353	\$ 20.41
March-22	001-0200-414.40-20	1	616	\$ 0.06
April-22	001-0200-414.40-20	127	100	\$ 7.20
May-22	001-0200-414.40-20	518	1018	\$ 29.37
June-22	001-0200-414.40-20	42	56	\$ 2.38
<b>TOTALS</b>		<b>1570</b>	<b>3546</b>	<b>\$ 89.02</b>

251 East Front Street, Suite 300  
Post Office Box 1539  
Boise, Idaho 83701  
Telephone 208 343-5454  
Fax 208 384-5844

**AGENDA 3c**

Tax Id No. 82-0451327

Pocatello Development Authority  
Attn: Brent McLane  
City of Pocatello  
P.O. Box 4169  
Pocatello, ID 83205

JUNE 30, 2022

Invoice # 196814

Billing Atty - MSC

RE: Special Counsel General

CLIENT/MATTER: 09212-00003

JUNE 30, 2022

Invoice # 196814

**\*\*\* INVOICE SUMMARY PAGE \*\*\***

PROFESSIONAL FEES	260.00
COSTS ADVANCED	7.38
TOTAL INVOICE	267.38

# Action Item 4



Thane Sparks  
122 N 3500 E  
Rigby, Idaho 83442

P: (208)206-8457  
E: [sparks224@yahoo.com](mailto:sparks224@yahoo.com)

June 27, 2022

Pocatello Development Authority  
Attn: Brent McLane, Executive Director  
911 North 7<sup>th</sup> Avenue  
Pocatello, Idaho 83201

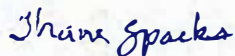
Dear Mr. McLane,

Re: Request for Proposals for Treasurer/Bookkeeping Services

I am submitting this response to the published RFP as an individual. I currently work as an audit manager doing governmental and non-profit audits for Searle Hart and Associates. While serving as Controller for the City of Idaho Falls and several months after I also served as Treasurer for the Idaho Falls Redevelopment Agency. My responsibilities included attending monthly meetings, maintaining all financial records, yearly audits, filling needed financial reports, depositing tax receipts, and making all payments on time. I have knowledge of the State of Idaho laws pertaining to tax increment financing and urban renewal districts. I served under the direction of the Administrator and members of the board and provided the financial information they needed to make decisions.

Included with this cover letter all the required sections of the RFP. Please do not hesitate to contact me with any questions you may have.

Sincerely,



Thane Sparks

**EMPLOYMENT**

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**Audit Manager – Government and Non-Profit Searle Hart & Associates 2019 – present**

- Manage all aspects of auditing county, cities, local governmental entities, and a few non-profit organizations.
- Allocate resources of a small staff in completing audits in a professional and timely manner.

**City Information and Technology Officer City of Idaho Falls 2015 - 2017**

- Managed the Information Technology Division. This was a new position within the City.
- Worked with all the City divisions and departments to develop and implement information and technology needs both for internal and external users. This included website and specialized software implementation.

**City Controller City of Idaho Falls 2005 – 2015**

- Managed the Finance Division.
- Managed the annual City budget process of 177 million dollars, developed graphs, charts, and analysis of City department financial activities. Prepared and presented budget details to the Mayor and Council.
- Managed ongoing accounting functions for the City that included a full range of city services including airport, sanitation, ambulance, water, sewer, and electric utilities.
- Oversaw internal controls, auditing, insurance, accounts payable, payroll, financial reporting, and GASB compliance.

**Network Administrator City of Idaho Falls 1996 – 2005**

- Developed and Implemented the City's network structure.
- Part of the Core Team that planned and implemented the city-wide fiber network.
- Selected and implemented the IP phone system that the City currently uses.

**Senior Accountant City of Idaho Falls 1992 - 1996**

- Assisted in the accounting and finance duties as directed by the City Controller.
- Developed and managed the accounting for the electric utility, including special reporting needs based on FERC (Federal Energy Regulatory Commission) structure and guidelines.

**Accounting Manager Maverik Country Stores 1987 - 1992**

- Located at corporate headquarters in Afton, Wyoming
- Started as a field auditor, promoted to audit manager, then accounting manager.
  - Conducted the accounting and audit needs for company that owned over 100 convenience stores.
  - Instrumental in developing software to reconcile over 100 bank accounts in hours instead of a week.
  - Assisted in implementing new ways to communicate with remote locations along with communicating financial data on a daily basis and using the data for remote auditing tasks.

**EDUCATION**

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**Logan, UT Utah University 1982 - 1986**

- B.S. in Accounting December, 1986
- Minor in Business Administration
- Emphasis on Computer Programming Computer Systems in Business

**RELEVANT EXPERIENCE**

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- **Project Manager.** Currently implementing new financial software. The selection process of a full ERP solution began in July 2013.
- **Treasurer, Idaho Falls Redevelopment Agency.** Maintain finances and accounting for redevelopment agency receiving tax increment financing.

### **List of relevant experience.**

While working as the Treasurer for the Idaho Falls Redevelopment Agency IFRA my relevant experience matches to the scope of work included in the RFP.

- Timely deposit of checks received
- Documenting transaction details for multiple revenue allocation areas
- Recording financial transactions for multiple revenue allocation areas which included reviewing parcels records and tax payments from the county.
- Preparation and presentation of monthly financial reports for board meetings
- Preparation of revenue projections
- Determining cash flow capacity for eligible projects. IFRA used developer financing for most projects.
- Fact-checking accounting data
- Cash flow management, use of State Local Government Investment Pool
- Submission of bill to Agency Board for approval
- Payment of bills following Board approval
- Preparation of annual budget, any related notices for publication, and submission to the City Clerk
- Retain and provide necessary information to the auditors, including preparing financial statements
- Make payments on Agency contractual obligations
- Retain Agency records and documents as directed by the Agency's Executive Director
- Assist in the preparation and filing of the Agency's annual report and other annually required reporting information

### **Proposed methodology for accomplishing the Scope of Services**

- Request the Board approve the purchase of a laptop that will be used exclusively for Agency record keeping along with purchase of Microsoft Office Suite and Quickbooks for recording keeping and bill payments. If Agency is currently using other software for recording keeping, determine best method going forward.
- Gather financial records for the past months of fiscal year 2022.
- Mail will continue to flow to Agency office, where the Executive Director can view and approve all financial data, such as invoices and bank statements. Each item would be initialed and dated by the director and electronically forwarded to me to record, retain, submit to the Board for approval and pay. Bank statements will be reconciled with a week of being received each month and any discrepancies discussed with the Executive Director and if needed with the Board.
- Work closely with the Executive Director to meet the reporting requirements, data forecasting needs of the Board, and developing the annual budget.
- Travel to Pocatello for Board meetings.

**Cost of Services**

More time is usually required in the first year of provided service as reports and processes are developed for efficient workflow. The cost of service for the first year would be set at \$1,200 monthly, \$14,400 annually. If there are unforeseen circumstances of a large amount of time required outside of the normal scope of work, with Board approval upon request, before the extra time is expended, the hourly rate would be an additional \$75.00 an hour.

**References**

Farrell Steiner, Partner Searle Hart and Associates, 208-681-3881

Agency.

## QUESTIONS

Direct any questions to: Brent McLane at (208) 234-6583 or [bmclane@pocatello.us](mailto:bmclane@pocatello.us).

## RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

1. This proposal is signed by the individual submitting the RFP.
2. The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
3. Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 30 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: Thane Sparks

ADDRESS: 122 N 3500 E

CITY, STATE, ZIP: Rigby, ID 83442

TELEPHONE NUMBER: 208-206-8457

E-MAIL ADDRESS: Sparks224@yahoo.com